

Development Office

Supervisor: TBA

Positions: 1

Job Duties: Perform various daily office tasks including, but not limited to:

- copying and filing documents
- clipping newspaper articles and obituaries
- making and answering telephone
- assist with mailings for development projects
- assist with scholarship auction
- assist with maintenance of the Alumni & Friends database
- assist with maintaining foundation records
- shred confidential documents
- run errands outside of office
- assist with social media projects/research projects
- attend special events as needed
- keep office and kitchenette tidy

Skills Needed: Must have good keyboarding and computer skills, understand oral and written instructions, have a very good command of the English language, and be able to maintain good working relationships with other employees.